

Financial Reports

The financial reports menu allows a court to manage accounts that impact any financial transactions.

Lets review some of the files categorized under Financial Report menu.

Type "FIR" at the next transaction line. Press <ENTER>.

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STARR37      UCC3DFK                      Rel Jan03  Calhoun-
                                     FINANCIAL REPORTS
Next: FIR  Case:            Court: E 37 13

AAR - Assessments Audit Report          ARB - A/R Billing
ARN - Work W/BILLS by Name              BAL - Defendant E
BDR - Bond Report                       CCV - Cost of Car
  
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All of the reports may be accessed directly by entering the three letter hop code at the next transaction line.

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STARR37      UCC3DFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
                                     FINANCIAL REPORTS
Next:            Case:            Court: E 37 13
                                     6/09/03

AAR - Assessments Audit Report          ARB - A/R Billing
ARN - Work W/BILLS by Name              BAL - Defendant Balances Report
BDR - Bond Report                       CCV - Cost of Care Vendor Report
CDP - Court Orders Payable Report        CRV - Crime Victims Rights Report
EFW - Entry Fees Not Paid Report         FAU - Cash Receipts Audit/Summary Au
FCP - Cash Codes/Price Details List      FHT - Financial History Transactions
FIA - FIA207 Monthly Report              FIS - Income Status by Cash Code
FST - Summary of Transmitted Funds        FTC - Final Transmittal Close
FTW - Financial Transmittal Wrksheet      FVT - Voucher Transmittal
JCC - Placement Cost by Case              JFO - Juvenile Fin Order List
JRE - Juvenile Receive/Expend Report      RAD - ADCF & Ward Report
RAR - RESET Billing Files/Status.          RST - Restitution Report
SAR - Summary of Audited Accts Rpt.        VCC - Cost of Care by Vendor
VLS - Voucher List by Date                VVA - Voucher Void Audit

F3=Exit  F10=Name  F13=Cmnds  F16=Calc
  
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STEP BY STEP CLOSING

The following is a quick reference to follow when closing the cash drawer(s) for a location at the end of doing business.

1. **Stop receipting** or wait until after hours when no other receipting will occur.
2. **Hop to "FAU" Cash Receipts Audit.**
3. **Print the Cash Receipt Audit in detail.** (Summary format optional)
4. **Total all payment type collections received for each drawer.**
The total for each drawer should balance to the Cash Receipt Audit detail.
5. **If the figures match for each drawer and the Cash Receipt Audit report, continue.**
If figures do not match, find the error and make the appropriate corrections. After corrections are made, repeat the previous steps until all payment types collections balance.
6. **Combine and total all payment type collections.**
All payment types should balance with Cash Receipt Audit's Grand Total for a location.

NOTE: Any receipting will continue to appear on the Cash Receipt Audit until the Final Transmittal Close is executed.

7. **Go to "FTW" Final Transmittal Worksheet**
8. **Print the Transmittal Worksheet**
The grand total of Cash Receipts Audit should balance with Transmittal Worksheet.
9. **Go to "FTC" Final Transmittal Close**

Press <ENTER>

When a Final Transmittal Close is executed, all receipts will be updated with a transmitted date. The receipts with a transmitted date will no longer appear on the Cash Receipts Audit or Transmittal Worksheet.

Two copies of the Final Transmittal Close will print, one for the Treasurer, and one for the location. Complete the Certification Signature and transmit to Treasurer with the collections.

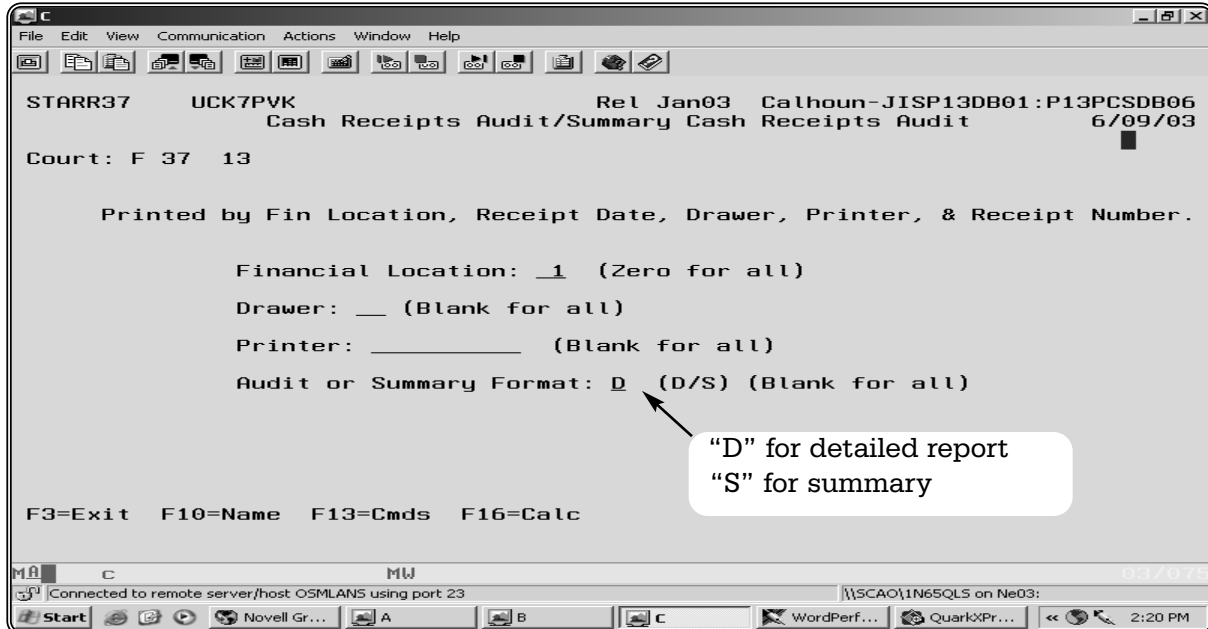
The Treasurer will return the locations copy with verification signature and date, for the courts retention.

10. **Resume receipts**

Cash Receipt Audit & Summary

The cash receipt audit is a detailed list of all cash and name receipts generated for a location on a report date. This report helps the financial location balance at the end of the day or week.

- Enter "FAU" at the next transaction line.
- Report is sequenced by receipt date, then totals for drawer, printer and location.
- The report can be printed as often as necessary.
- Only receipts that have not been transmitted with a final transmittal close will appear on the report.
- Audit format includes receipt number, name, case number, transaction amount, cash code/accounts, payment type/reference, total amount and cashier ID.
- Summary format will only include drawer and location totals, no details. This format is only recommended for a quick reference of totals.



Once the screen is completed, Press **<ENTER>**. Screen will display "Report Submitted" in left hand corner.

Cash Receipts Audit Report Information

The audit format report will aid in balancing cash received at the end of the day or week. It can be kept as a reference for auditors. The summary format may also be printed as a quick reference for totals without the detail.

~ Header Information	Court, county, financial location, date and time the report was requested.
~ Receipt Number	Receipt number generated by the system.
~ Received From	Name of the person making the payment.
~ Case Number	Case number associated with the receipt.
~ Trans Amount	Amount distributed to the specified cash code and account.
~ Cash Code	Code which designates the account(s) to which the transaction amount will be disbursed.
~ Account Nbr	Account number(s) to which an amount will be distributed.
~ Payment Type/ Reference	Form of payment and reference information.
~ Tendered Amount	Amount received for payment.

Level Breaks: This report contains several level breaks. Level breaks are used to define groups of specific information.

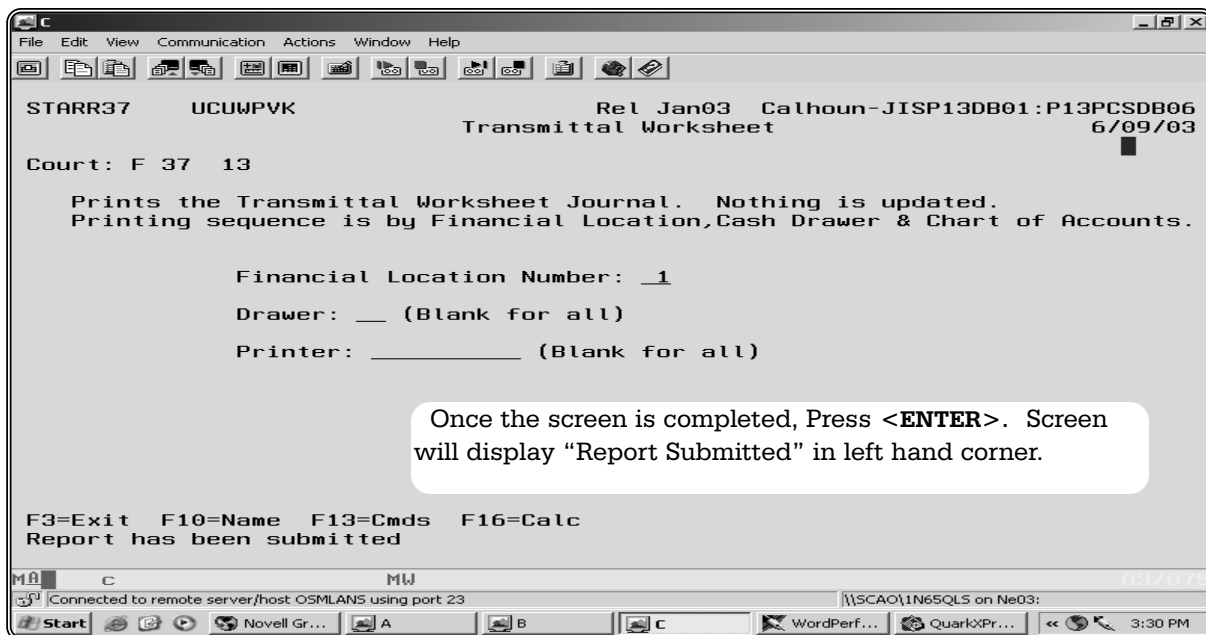
~ Printer	Printer ID where the receipts were printed for the assigned drawer(s). Information for this printer will be grouped for each receipt date.
~ Receipt Date	Information will be grouped for each date in ascending order
~ Summary of Totals	

Totals for Printer	Total transaction dollar amount, tendered types, and number of payments for the each specified printer.
Totals for Drawer	Total transaction dollar amount, tendered types, and number of payments for the specified drawer.
Grand Totals for Location	Total transaction dollar amount, tendered types, and number of payments for the specified financial location.

Financial Transmittal Worksheet

The transmittal worksheet will assist in balancing monies received. It is the last check before requesting the final transmittal close report.

- Enter "FTW" at the next transaction line.
- Only account amounts that are received from receipts (that have not been transmitted) will appear on the report.
- Only account numbers with activity will appear on the report.
- The transmittal worksheet may be printed as often as necessary.



Printing the Report

Financial Location	Designates which financial location, as some courts will have more than one location where monies may be received. The field will default to the requesting users location.
Drawer	Defines the drawer for a specific user(s). The field will default to the user's drawer or leave blank for all drawers.
Printer:	The ID for a given printer. Where the receipts will be printed for the assigned drawer(s). The field will default to the users printer or leave blank for all printers.

Transmittal Worksheet report information

The worksheet will list account numbers with their totals, fund totals and totals for all funds received that are to be transmitted to the Treasurer's office.

The report will be divided

- Transmittal Worksheet - Regular transactions - all receipts with payment types other than void.
- Transmittal Worksheet for Voids - Receipts with a void payment type (Void payment type is only used to move monies that have been previously transmitted).

Header

Information Court, county, financial location, date and time the worksheet was requested.

Description Name of the account.

Account

Number The line item number representing a receivable or payable.

Amount Amount applied to an account number for the processed receipts.

Fund Total Total amount received for each group of account numbers. A fund group is determined by the first 3 digits of an account number.

Total for

all Funds The grand total for all fund accounts received within the range of receipts.

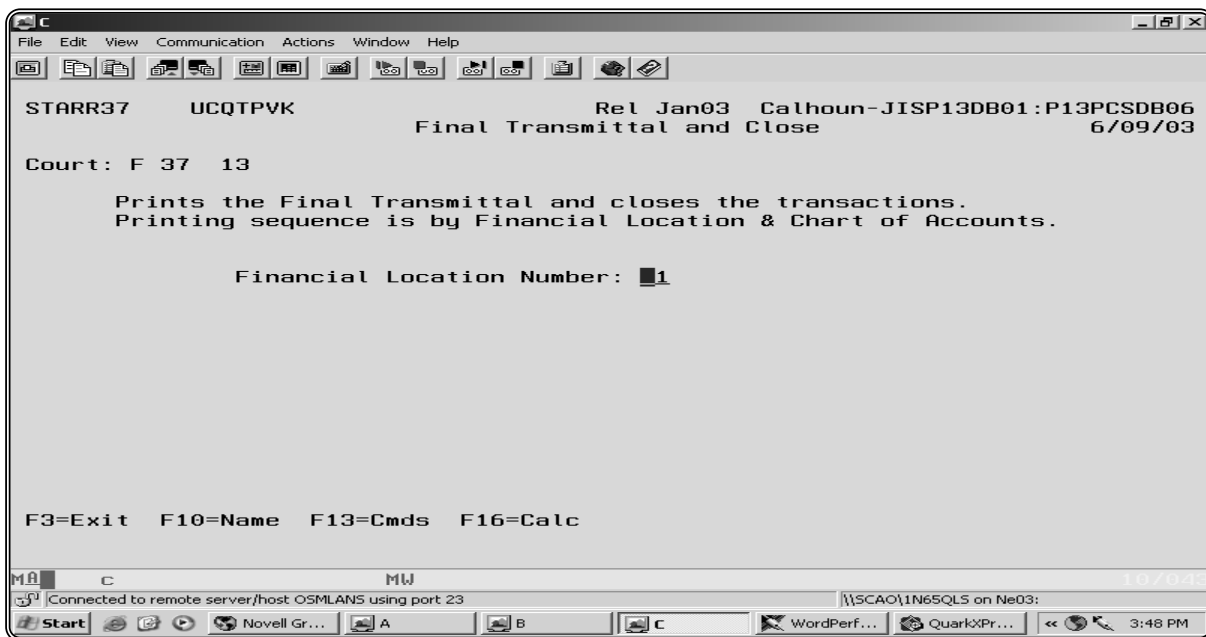
Final Transmittal Close

The close may be done daily, weekly or monthly depending on how often the court decides to end their business transactions and transmit monies to the Treasurer.

The Final Transmittal and Close performs two functions

- **Updates receipts that have not been transmitted.**
Once a receipt has been transmitted by Final Transmittal Close it will never again appear on the Cash Receipt Audit, Transmittal Worksheet or Final Transmittal Close
- **Creates a report** of accumulated amounts by account, fund and total that may be submitted to the Treasurer

Type "**FTC**" at the next transaction line. Press **<ENTER>**.



Printing the Report

Financial Location Number: Designates financial location, as some courts will have more than one location where monies may be received. The field will default to the requesting users location

Press **<ENTER>**

Confirm Y/N

Press **<ENTER>**

Final Transmittal report information

The report will list account numbers with their totals, fund totals and totals for all funds received, that are being transmitted. Only those account numbers having activity during the reporting period will appear.

The report will be divided

- Final Transmittal and Close - Regular transactions, all receipts with payment types other than void
- Final Transmittal Close for Voids - Receipts with a void payment type (Void payment type is only used to move monies that have been previously transmitted)

Header

Information Court, county, financial location, date and time the report was requested.

Description Name of the account.

Account The line item number representing a receivable or payable.

Amount Dollar amount received for an account number within the receipt range

Fund Total Total amount received for each group of account numbers. A fund group is determined by the first 3 digits of an account number.

Total for all Funds The grand total for all fund accounts received for the reporting period.

Clerk

Certification Certification statement of collections received for the listed account funds.

Printer The ID for a given printer.

Range of Receipt

Dates Dates for which receipts were executed on this transmittal.

Range of

Receipts First and last receipt number included on the transmittal.

Signature

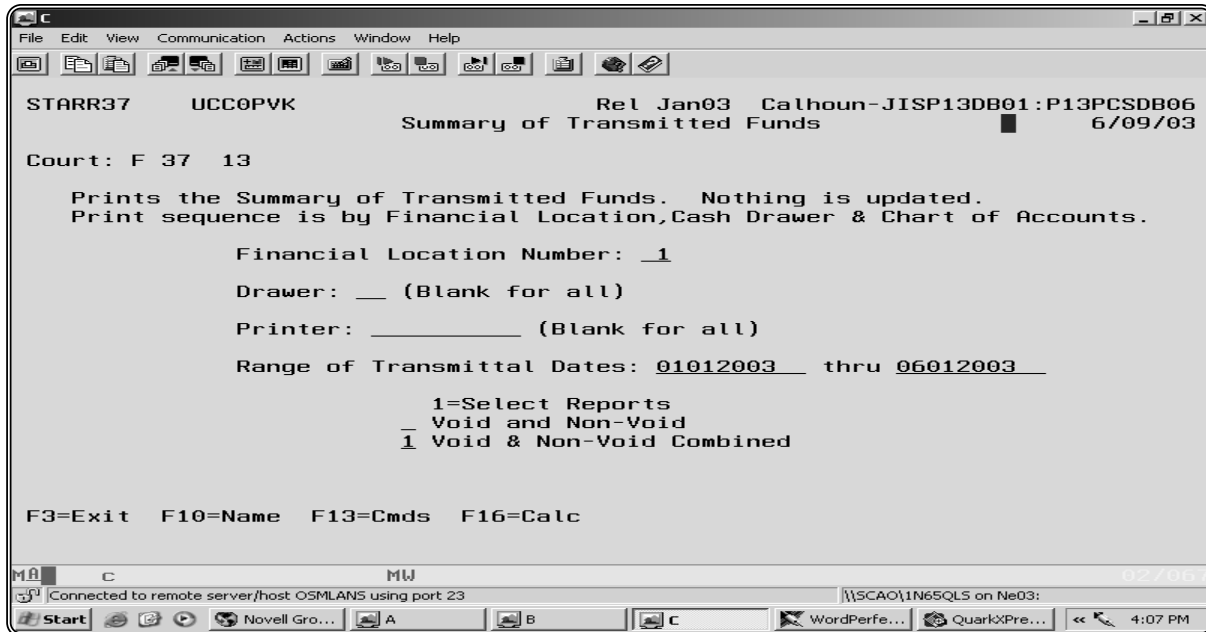
Line Signature of the person transmitting the report and monies to the Treasurer.

Received by Statement of deposit with date and signature line for the Treasurer.

Summary of Transmitted Funds

The Summary of transmitted funds may be generated for any reporting period and as often as necessary. The report is listed by account number, total fund amounts and the total of all funds that were transmitted

Type "FST" at the next transaction line.



Printing the Report

Financial Location	Designate financial location. Defaults to the requesting users location
Drawer	Designate the drawer to be included for the report. Defaults to the users drawer or leave blank for all drawers
Range of Transmittal Dates	Type the inclusive date range of transmittals to be included on the report. Defaults to the current date.

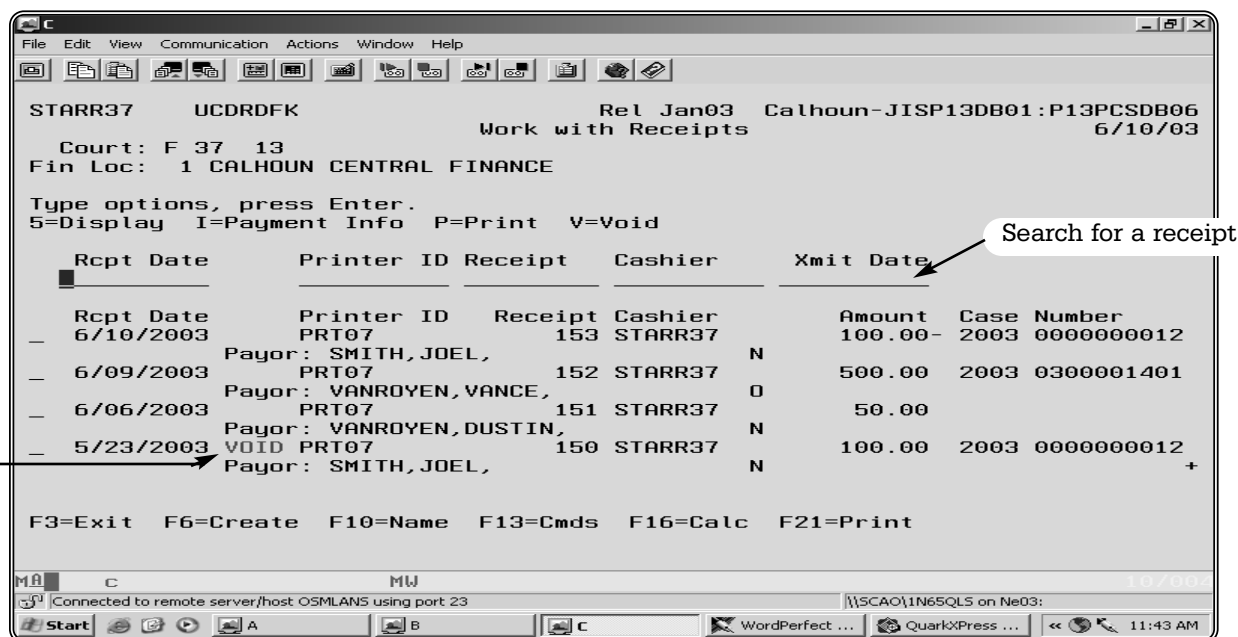
Select Report Option - May be selected simultaneously

Void and Non Void	Separate reports of all transmittals submitted within the date range
Void and Non Void Combined	One report combined of all transmittals submitted within the date range

Work with Receipts

Type "REC" at the next transaction line to access Work with Receipts.

Receipts can be displayed, reprinted or voided from the work with receipts screen by entering an option next the receipt date.



~Rcpt Date Date receipt was created

VOID Flags that the receipt has been voided.

~Printer ID Printer from which the receipt was printed

~Receipt Receipt number

~Cashier Cashier's User ID

~Amount Total amount of receipt

~Case
Number Case number relating to receipt

~Payor Payor's name

~B, N, O
Values Designates the receipt's billing status "B" Billed, "N" New, "O" Omit

~Date (Under
Amount) A date will signify that the receipt has been transmitted

Void Receipts - Correcting Transaction Errors

Occasionally a receipt may need to be voided to correct errors. Voids should only be entered by those with authority.

1. **Go to "REC"** at the hop line. Work with Receipts
2. **Enter a V next to the receipt number** to be voided.
3. **Void Receipt Screen**
Enter Cashier ID: Financial password of user

Enter Comment: An explanation of the void is recommended and will be printed on the receipt.

It is important to verify the information of the receipt to be voided.

4. **Press F11 to void the receipt.** A receipt will be printed with a negative amount. A receipt that has been voided will be marked in red with VOID next to the receipt in the Work with Receipts display session.
5. A receipt that is voided and has not been previously transmitted (No Xmit date under the amount in the "Work with Receipts" screen) may be recreated through the normal receipt processing.

A receipt that is voided and has been previously transmitted will appear as a minus from the line number on the Transmittal for Voids, it may be re-entered with a payment type of Void. This type of transaction would be similar to a Journal Entry that is submitted to the treasurer to move monies from an incorrect account(s) to the correct account(s).

Issuing a new receipt to correct the void.

First, determine, if the receipt that was voided was transmitted to the Treasurer.

No - the receipt has not been transmitted

- Issue a new receipt selecting the correct cash code(s)
- Enter a payment type of cash, check, money order or credit
- If applicable, do not issue a new receipt

Yes - the receipt was transmitted to the Treasurer

- Issue a new receipt selecting void payment type.

STARR37 UCDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Receipts 6/10/03

Court: F 37 13
Fin Loc:

Type options, press Enter.
5=Display I=Payment Info P=Print V=Void

Enter "V" next to the receipt to be voided

Rcpt Date	Printer ID	Receipt	Cashier	Xmit Date
Rcpt Date	Printer ID	Receipt	Cashier	Amount
6/09/2003	PRT07	152	STARR37	500.00
6/06/2003	PRT07	151	STARR37	50.00
5/23/2003	PRT07	150	STARR37	100.00
5/19/2003	PRT07	149	STARR37	25.00

Payor: VANROYEN, VANCE, 0
Payor: VANROYEN, DUSTIN, N
Payor: SMITH, JOEL, N
Payor: MARY SIMPSON 0

Case Number: 2003 0300001401
2003 0000000012

Enter Cashier ID and Comment: Reason for Void

STARR37 UCQDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
VOID RECEIPT 6/10/03

Cashier: STARR37
Comment: Entered on wrong Def. s/b Joel B Smith Sr.
CALHOUN CENTRAL FINANCE

Create Event: N
Court: F 37 13
Printer: PRT07
Receipt No.: 150
Receipt Date: 5/23/2003

Case: 2003 0000000012 DL JOEL SMITH
Cashier: STARR37
Paid By: SMITH, JOEL,

Receipt Total: 100.00
Total Tendered: 100.00
Change: .00
Balance Due: 920.00

CVAF CRIME VICTIM'S RIGHT JOEL SMITH
RST RESTITUTION JOEL SMITH

Amount: 20.00
80.00

F3=Exit F11=Void F13=Cmnds F16=Calc F20=Payment Detail

Press F11 to submit void

STARR37 UCDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Receipts 6/10/03

Court: F 37 13
Fin Loc: 1 CALHOUN CENTRAL FINANCE

Type options, press Enter.
5=Display I=Payment Info P=Print V=Void

New receipt representing void transaction

Rcpt Date	Printer ID	Receipt	Cashier	Xmit Date
Rcpt Date	Printer ID	Receipt	Cashier	Amount
6/10/2003	PRT07	153	STARR37	100.00
6/09/2003	PRT07	152	STARR37	500.00
6/06/2003	PRT07	151	STARR37	50.00
5/23/2003	PRT07	150	STARR37	100.00

Payor: SMITH, JOEL, N
Payor: VANROYEN, VANCE, 0
Payor: VANROYEN, DUSTIN, N
VOID PRT07
Payor: SMITH, JOEL, N

Case Number: 2003 0000000012
2003 0300001401
2003 0000000012

Receipt that was voided

F3=Exit F6=Create F16=Calc F21=Print

Issuing a New Receipt to Correct a Void

Examine the void receipt, go to "REC" Work with Receipts screen:

No transmittal date is visible under the receipt amount (monies have not been transmitted with Final Transmittal Close).

- Issue a new receipt, select a payment type of cash, check, credit, etc.
- If applicable, do not issue a new receipt.

Transmittal date is visible under the receipt amount (monies have been transmitted).

- Issue a new receipt select a payment type of Void.

STARR37 UCCNETK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Payment Information 6/23/03

Court: F 37 13
Cashier:
Paid By: VANROYEN, DUSTIN. Receipt Date: 6/23/2003
Cmt: to correct receipt # 153 (Previously on wrong def.)
Total Due: 100.00 Total Received: 100.00
Bond Applied: .00 Change Due: .00

Pymt Type	Description	Reference Code	Amount Received
VD	VOID		100.00

F3=Exit F10=Name F13=Cmnds F16=Calc CONFIRM: Y (Y/N)

Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QL5 on Ne03: 23/07/03

When a receipt that has been transmitted is voided and re-entered, a Void Transmittal will be printed along with the Final Transmittal Close. This is similar to a journal entry only moving monies from one account to another.

Billing Menu

An individual with financial orders within a court will be a part of the billing process.

STARR37 UCGVPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06
Billing Menu 6/10/03

Court: F 37 13

Last Billing: 1/31/2003
Billing From: 2/01/2003
Billing Date: 2/28/2003
Billing Location: 1
Payment Due Info: March 10, 2003

Print on Each Bill:
Any payments received after February 28th will not be reflected on your statement.

1=Select
1 Print Bills Y Update
- Bill Summary
- Show Cause Report Days not Paid
- Delinquency Letters Days not Paid

F3=Exit F10=Name F13=Cmnds F16=Calc

CONFIRM: Y (Y/N)

- ~**Last Billing** Last billing date
- ~**Billing from** New billing begin date
- ~**Billing Date** Day through which all financial orders, receipts/payments, and adjustments will be reviewed and processed for billing.
- ~**Billing Location** Defined by court(s), case type categories, and case types. Authority to billing is also defined under the billing location.
- ~**Payment Due Date** Automatically calculated - 30 days from billing date
- ~**Print on Each Bill** Comments determined by the billing location and printed on each statement.
- ~**Print Bills** 1 to select
- ~**Y - Update** Updates all Financial order, receipts, adjustments with billed status (Once a transaction has a billed status it will not appear again on the statement.)
- ~**Bill Summary** Prints a list of all bills in name number order
- Show Cause Report** Reports all names that have not made a payment within the designated number of days from the current date.
- Delinquency Letter** Creates a letter notifying each individual that their account is delinquent and that the court could find them in contempt if not contacted within 10 days to pay the arrearage

Crime Victims Report

The Crime Victims report prints the form requested by the Department of Management and Budget and an audit of all records that fall with in the reporting period.

MAIN MENU		
Next: <u>CRV</u>	Case: _____	Court: <u>E 37 13</u>
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">CRV at the next action line</div>		

The screenshot shows a Windows application window titled "C" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area displays the following text:

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STARR37      UCACPVK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
                        Crime Victims Rights Report                      6/23/03

Next:  _____ Case:  _____ Court: E 37 13

                        Collection Dates
                        From: 05012003 thru 05312003

                        Victim Assessment Type (1=Select)
                        _ A. Felony Convictions
                        1 B. Juvenile Dispositions

                        Funding Control Unit
                        Calhoun

Preparer Title: Joann Smith           Date: 06102003

Print Audit: Y

F3=Exit  F10=Name  F13=Cmnds  F16=Calc                      REV. 5/01
  
```

Printing the report

From - thru Report begin and end dates, dates are inclusive.

Select Assessment Type

A. = Felony Convictions - Case types FH, FC, FJ

B. = Juvenile Dispositions - Case types DL, and DJ

Funding

Control Unit County name

Preparer Name of person completing the report.

Date Date the report is being submitted

Print Audit Prints an audit list of cases in which crime victims assessments were ordered and collected for the reporting period.

The Department of Management Crime Victims Rights Assessment report will print containing the information that is tallied from the audit, along with instructions.

The audit is sorted by jurist and includes the following information:

~Court number, reporting period

~2 Year Old date The report date from which it determines if there is any outstanding restitution that has not been disbursed, and the last payment date is greater than 2 years old.

~Case year, number and type

~Filed dated

~Disposed date Juvenile dispositions must have an adjudication date that falls within the reporting period in order to be counted as an assessable conviction/juvenile.

~Closed date Felony convictions must have a closed date that falls within the reporting period in order to be counted as an assessable conviction/defendant.

Crime Victims

~FORD date Date the financial order was created.

~Assessed The report will look for financial orders with a cash code that contain the report type of "V" for crime victims report.

~Collected The total of all receipts with a cash code that contain a report type of "V" and were collected during the reporting period for the case.

Restitution

~Last Pmt Date of last payment on the restitution financial order, greater than 2 years old, for the case,

~Unclaimed Amount of restitution that has not been disbursed and has a last payment date greater than 2 years old.

Totals

~Total Total of assessable convictions, assessed defendants, amounts assessed and collected.

Bond Report

The bond report lists all names with bond actions and any associated information. The bond report may be requested as often as necessary in order for a court to manage their bond accounts.

MAIN MENU
 Next: BDR Case: Court: E 37 13
 BDR at the next action line

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C
File Edit View Communication Actions Window Help
STARR37 UCSFPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSDBO5 6/24/03
Bond Reports
Next: Case: Court: E 37 13

Bond Status: O
Bond Type: CSH
Case Type: DL (Blank for All)
Case Type Category: CRIM (Blank for All)
Case Type Sub Categ: JUVEN (Blank for All)

F3=Exit F10=Name F13=Cmnds F16=Calc
  
```

Print report options

- Bond Status "O" open (active)
 "C" closed (inactive)
- Bond Type Specific bond type (cash, surety, ten percent) or leave blank for all
- Case Type Specific case type or leave blank for all
- Case Type
Category Specific case type category (Criminal, Civil, Probate) or blank for all
- Case Type
Sub Category Example: Criminal sub categories are Juvenile, Statue, Ordinance.

STARR37	Bond List
UCRCPFK	
Court: F 37 13	CALHOUN COUNTY JUSTICE C
Bond Status . . . : Open	BATTLE CREEK, MI 49014
Bond Type : CASH BOND	
Case Type : All	
Case Type Category : ALL	
Case Type Sub Categ: ALL	
Bonds for: JAMESON,NOEL,	Name Nbr: 3295227
Case: 2003 0300005903 DL Filed: 5/13/2003 Closed:	
Last Event Date: 6/13/2003 Last Event: ATF	
Bond Nbr: 1 Bond Type: CSH Bond Status: O Receipt Nbr: 1	
Posted By: JAMESON,LEROY,	Bond Balance 200.00
Action	Actn Action
Date	Amount
5/13/2003	SET 200.00
5/13/2003	PST 200.00

Report Information

~Header Information	Court and county name and the selection criteria for the report.
~Bonds for	The last name, first name of the person to whom the following bond actions were created for.
~Case	The case number associated with the bond information and actions.
~Filed	The date the case was officially filed.
~Closed	Date the case was closed.
~Last Evt Date	Date of last recorded event
~Last Event	Last recorded event code.
~Bond Nbr.	Sequential bond number issued on each bond for an individual.
~Bond Type	Type of bond that was posted, cash, ten percent, surety, etc.
~Bond Status	Bond is "O" open (active) or "C" closed (inactive).
~Receipt Nbr.	Receipt number that was issued for a monetary bond.
~Posted by	Name of the individual who posted the bond amount.
~Bond Balance	Amount of money remaining on a posted monetary bond.
~Action Date	Date the bond action was created.
~Actn.	Type of bond action.
~Action Amt	Amount specified for the action.
~Grand Total	The grand total of all open bonds with a monetary balance.

Restitution Report

The restitution report lists parties that have a restitution financial order. The report prints alphabetically by the party's last name. The report is useful as a worksheet when creating vouchers and disbursing restitution to victims. The court can choose to include all of the financial order's detail such as receipts, adjustments and vouchers that have been issued.

MAIN MENU		
Next: <u>RST</u>	Case: _____	Court: <u>E 37 13</u>
RST at the next action line		

STARR37 UCG9PVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Reports 6/24/03

Next: _____ Case: _____ Court: E 37 13

Jurist: _ _____

1=Select Reports

1 Restitution Unapplied Only: Y FIN Detail: Y
 _ Balances by Responsible Party
 _ Court Ordered Payable

Print report options

Jurist	Enter a specific jurist or leave blank for all.
1 to Select	Restitution Report
Unapplied Only	<p>"Y" Only parties who have paid restitution that has not been disbursed to the victim(s) will appear on the report.</p> <p>"N" or blank, includes all parties who have a restitution financial order.</p>
FIN Detail	<p>"Y" list the account history for the restitution order, includes receipts, adjustments and vouchers.</p> <p>"N" or blank, will not include account history for the financial order.</p>

Press **<ENTER>** To submit the job. The screen will reappear with the message of "Report has been submitted" in lower left hand corner.

Restitution Report Information

The restitution report provides the following information for all restitution orders.

Information at the top to the report includes court name, county name, address, the report selection criteria and report run date.

~Defendant/Juvenile	Party name associated with the restitution order.
~Joint/Sev	Y indicates that the restitution order is Joint/Several. The primary name will be listed on the report and will include the the secondary co-party names and case numbers.
~Case Number	Official case number followed by the jurist's initials.
~Rest#	Internal number assigned to the financial restitution order when it is created.
~Last Pmt	Date of the last restitution payment.
~Order	Total amount ordered.
~Received	Currently, the total amount of restitution paid by the party.
~Bal Due	The remainder of restitution to be paid. Total ordered amount less the total paid amount.
~To Disburse	The current amount of restitution that is available to be vouchered to the victims.
~Victim	The victims are listed with amounts of restitution owed, paid and balance outstanding. A blank line is provided on the report to write the amount of unapplied restitution that will be distributed to the party.
Transaction Detail	The transaction (receipt or voucher) detail will print on the report when requested. The detail includes transaction date, type , number, amount and payor or victim's name.

The last page of the report will contain the Grand Total To Be Disbursed.

Court Orders Payable Report

The Court Orders Payable report lists any civil case that have a financial order with an outstanding balance. Civil cases may have financial orders pertaining to costs, fines or fees that have been ordered by the court.

MAIN MENU

Next: COP Case: _____ Court: E 37 13

← COP at the next action line

STARR37 UCG9PVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 Reports 6/25/03

Next: COP Case: _____ Court: E 37 13

Jurist: _

1=Select Reports

☐ Restitution Unapplied Only: Y FIN Detail: Y
☐ Balances by Responsible Party
☐ Court Ordered Payable

F3=Exit F10=Name F13=Cmnds F16=Calc

Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QL5 on Ne03: 01/000

Start Novell ... A B C QuarkX... WordPe... Microso... 10:09 AM

Printing the report

Jurist Type the P number for a specific jurist or leave blank for all

Select Court Orders Payable

Press **<ENTER>** To submit the job. The screen will reappear with the message of "Report has been submitted" in lower left hand corner.

Court Orders Payable report information

The report provides the following information for civil cases in case numeric order.

Information at the top to the report includes court name, county name, address, the report selection criteria and report run date.

~Case Number	Case number followed by the Jurist's initials.
~Case Title	Case entitlement.
~Last Payment	Date last payment was received.
~Cash Code	Cash code relating to the financial order.
~Ordered Amount	Amount that the court assessed.
~Paid	Amount that has been paid on the financial order.
~Balance	Amount remaining to be paid on the financial order.
~Totals	Grand total for Ordered Amount, Paid Amount and Balance Due.

Balance by Responsible Party Report

This report lists each party that has a financial order with a balance due. The report prints alphabetically by party name with grand totals for each financial code on the last page of the report.

CASE MANAGEMENT MENU		
Next: <u>BAL</u>	Case: <u> </u>	Court: E <u>37</u> <u>13</u>
BAL at the next action line		

STARR37 UCG9PVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Reports 6/26/03

Next: Case: Court: E 37 13

Jurist:

1=Select Reports

☐ Restitution Unapplied Only: ☐ FIN Detail: ☐
☒ Balances by Responsible Party
☐ Court Ordered Payable

F3=Exit F10=Name F13=Cmnds F16=Calc

Printing the report

Jurist Type the P number for a specific jurist or leave blank for all

1 to Select Defendant Balances Report

Press **<ENTER>** To submit the job. The screen will reappear with the message of "Report has been submitted" in lower left hand corner.

Balances by Responsible Party report Information

Information at the top to the report includes court name, county name, address, report run date and jurist selected.

~Defendant/Respondent	Party's full name
~Address	Party's address
~ Case Number	Case number associated with financial order
~File Date	Date case was filed
~Last Payment	Date money was last received for payment
~Sentence Date	Date of sentence
~Ordered	Cash code description, amount ordered, amount paid and amount due for each financial order with a balance.

The final page of this report contains the total amount ordered, paid and due for each cash code, as well as a grand total of all cash codes.

Summary of Audited Accounts


The summary of Audited Accounts is a worksheet used to complete form SCAO 21 (1/97), that is due to the State Court Administrative Office the first of each year. A court defines the audit summary group for this report when a cash code is created.

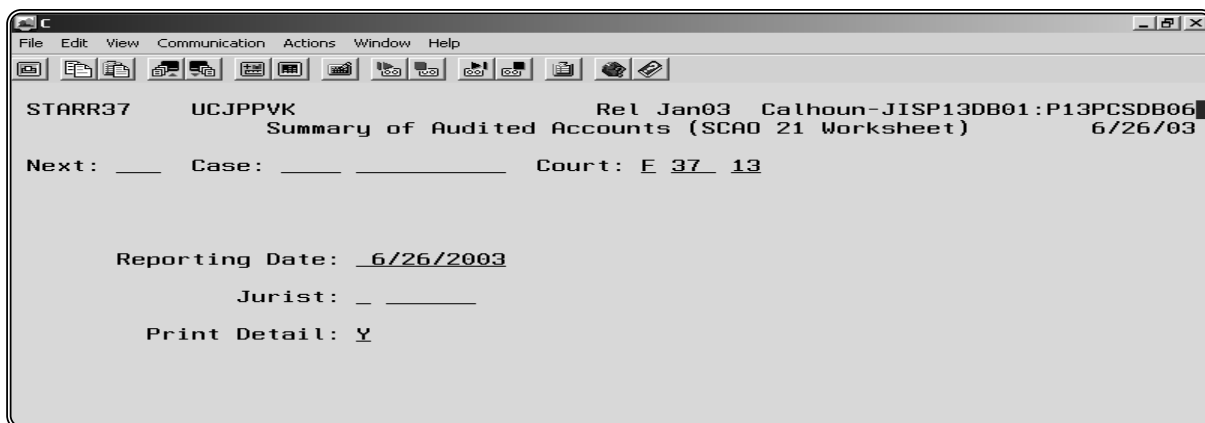
The report is a summation of accounts receivable aged more than 2 years (731 days) but less than 7 years (2,555 days or less). Cases with outstanding balances due that are older than 7 years are considered uncollectible for purposes of the report and are to be excluded from the total accounts receivable.

Accounts receivables are defined as followed: Any money ordered but not paid. Money ordered includes: fines, court costs, fees, parental reimbursements, attorney reimbursements, and any other money that could be distributed to the funding unit or other local unit of government or the State of Michigan as a revenue. It does not include civil settlements, restitution, support payments made through the friend of the court, or any other money distributed through a court's trust or agency account. Accounts receivable should not include probation oversight fees either.

MAIN MENU

Next: SAR Case: Court: E 37 13

 SAR at the next action line



Printing the report

Reporting Date	Cutoff date for the report
Jurist	Select specific jurist or leave blank for all
Print Detail	"Y" will print a detailed audit of the summary information

Detail Report information

Information at the top to the report includes court name, county name, address, report run date and jurist selected.

~Case Number	Case year, number, type and jurist's initials
~Defendant	Defendant's full name
~Receivables	Balance due of uncollected financial order
~File Date	Case file date
~Disposed Date	Date case was disposed
~Fin Order Age	Age of the financial order (# of Days from begin date)
~Age Group	>2 Financial order is less than 2 years old 2 - 7 Financial order is greater than 2 years but less than 7 years
~Totals	Total amount of each cash code receivable, sorted by age group, followed by grand total of all receivables.

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ADCF/Ward Report

This report is submitted to FIA Cashier Unit detaining collections that are not reported on the DHS 207.

MAIN MENU

Next: RAD Case: _____ Court: E 37 13

RAD at the next action line

STARR37 UCREFVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
ADCF/Ward Reports 6/27/03

Court: F 37 13

Financial Location Number: 1 (Zero for all)
Range of Receipt Dates: 06012003 thru 06302003

Enter date range for the report

ADC-F Report **Statement of IV E Collections**

		Calhoun County			
MITTSJ		ADCF Report		8/02/03 Pg: 1	
UCSHPFK				10:56:22	
Court: F 37 13					
Selected Receipt Date Range: 6/01/2003 to 6/30/2003					
		*A	*B	*C	*D
		100%	100%	75%	75%
Col Ward Name	Total	After	No	After	No
Typ State#	Collected	Offset	Offset	Offset	Offset

G COLTHUP,JAMES,					
VIOP987894	100.00				75.00
G CAMRON,MICHAEL,					
V678912345	100.00		100.00		.00
S CARP,CARRIE,					
V909876631	125.00			70.32	.00
S CARROLL,ASHLEY,					
78KV020378	500.00	375.00			.00
Grand	-----				
Totals:	825.00	375.00	100.00	70.32	75.00
Court Contact: JONIE MITTS					
Phone: 517/555-1212					
*A - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)					
*B - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)					
*C - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)					
*D - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)					
Types: S - Support					
G - Gov't Benefits					
B - Both					
*** END OF REPORT ***					

COLUMN A

NOT AT ARBOR HEIGHTS

SUPPORT

25% to Court (collection/administration fee)
 75% to State child care fund (court T & A)

		Calhoun County ADCF Report		08/02/03 Pg: 1 10:56:22	
MITTSJ UCSHPFK Court: F 37 13 Selected Receipt Date Range: 6/01/2003 to 6/30/2003					
		*A 100% After Offset	→ *B 100% No Offset	*C 75% After Offset	*D 75% No Offset
Col Ward Name Typ State#	Total Collected				

G COLTHUP,JAMES, VIOP987894	100.00				75.00
G CAMRON,MICHAEL, V678912345	100.00		100.00		.00
S CARP,CARRIE, V909876631	125.00			70.32	.00
S CARROLL,ASHLEY, 78KV020378	500.00	375.00			.00
Grand	-----				
Totals:	825.00	375.00	100.00	70.32	75.00
Court Contact: JONIE MITTS Phone: 517/555-1212					
*A - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)					
*B - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)					
*C - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)					
*D - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)					
Types: S - Support					
G - Gov't Benefits					
B - Both					
*** END OF REPORT ***					

COLUMN B

NOT AT ARBOR HEIGHTS

GOVERNMENT

100% to State (State Court Child Care fund)
No Court Collection Fee

Calhoun County ADCF Report					
MITTSJ UCSHPFK Court: F 37 13 Selected Receipt Date Range: 6/01/2003 to 6/30/2003		8/02/03 Pg: 1 10:56:22			
Col Ward Name	Total	*A 100% After Offset	*B 100% No Offset	*C 75% After Offset	*D 75% No Offset
Typ State#	Collected				
G COLTHUP,JAMES, VIOP987894	100.00				75.00
G CAMRON,MICHAEL, V678912345	100.00		100.00		.00
S CARP,CARRIE, V909876631	125.00			70.32	.00
S CARROLL,ASHLEY, 78KV020378	500.00	375.00			.00
Grand -----					
Totals:	825.00	375.00	100.00	70.32	75.00

Court Contact: JONIE MITTS
Phone: 517/555-1212

*A - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)
*B - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)
*C - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)
*D - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)

Types: S - Support

G - Gov't Benefits

B - Both

*** END OF REPORT ***

COLUMN C	AT ARBOR HEIGHTS	SUPPORT
	25 % to Court (collection/administration fee)	
	25 % of balance to Court Child Care Fund	
	75% of balance to State Child Care Fund (Court T & A)	

		Calhoun County ADCF Report		8/02/03 Pg:	
MITTSJ					
1					
UCSHPFK				10:56:22	
Court: F 37 13					
Selected Receipt Date Range: 6/01/2003 to 6/30/2003					
		*A	*B	*C	*D
		100%	100%	75%	75%
Col Ward Name	Total	After	No	After	No
Typ State#	Collected	Offset	Offset	Offset	Offset

G COLTHUP,JAMES,					
VIOP987894	100.00				75.00
G CAMRON,MICHAEL,					
V678912345	100.00		100.00		.00
S CARP,CARRIE,					
V909876631	125.00			70.32	.00
S CARROLL,ASHLEY,					
78KV020378	500.00	375.00			.00
Grand	-----	-----	-----	-----	-----
Totals:	825.00	375.00	100.00	70.32	75.00
Court Contact: JONIE MITTS					
Phone: 517/555-1212					
*A - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)					
*B - WARD NOT AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)					
*C - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (SUPPORT STATE SHARE)					
*D - WARD AT ARBOR HEIGHTS OR RESIDENTIAL CARE (GOV'T BENEFITS STATE SHARE)					
Types: S - Support					
G - Gov't Benefits					
B - Both					

COLUMN D	AT ARBOR HEIGHTS	GOVERNMENT
	0 % to Court (collection/administration fee)	
	25% to Court (child care fund)	
	75% to State Child Care Fund (Court T & A)	

State Ward Report Statement of State Ward Collections

MITTSJ UCTKPFK Court: F 37 34 Selected Receipt Date Range: 6/01/2003 to 6/30/2003			Calhoun County Ward Report		8/02/03 Pg: 1 14:31:41
	Collect	State#	Total	*A	*B
Ward Name	Typ		Collected	50% After Offset	50% No Offset
--					
RUSSELL ZIEGLER V2645003C			S	500.00	187.50
AMANDA WALKER V3639003C			G	100.00	50.00
Grand Totals:				600.00	187.50 50.00
Court Contact: JONIE MITTS Phone: 517/555-1212 *A - COURT ORDERED SUPPORT (STATE SHARE) *B - GOVERNMENT BENEFITS (STATE SHARE) Types: S - Support G - Government Benefits B - Both ***END OF REPORT ***					

COLUMN A	STATEWARD-OFFSET	SUPPORT
25 % to Court (collection fee) 37.5% to Court (child care fund) 37.5% to State Child Care Fund (Court T & A)		

Calhoun County Ward Report				8/02/03 Pg: 1 14:31:41	
MITTSJ UCTKPFK Court: F 37 34 Selected Receipt Date Range: 6/01/2003 to 6/30/2003					
Ward Name	Collect Typ	State#	Total Collected	*A 50% After Offset	*B 50% No Offset

RUSSELL ZIEGLER V2645003C	S		500.00	187.50	
AMANDA WALKER V3639003C	G		100.00		50.00
Grand Totals:			600.00	187.50	50.00
Court Contact: JONIE MITTS Phone: 517/555-1212					
*A - COURT ORDERED SUPPORT (STATE SHARE) *B - GOVERNMENT BENEFITS (STATE SHARE)					
Types: S - Support G - Government Benefits B - Both					
*** END OF REPORT ***					

COLUMN B	STATEWARD-OFFSET	GOVERNMENT
	0 % to Court (collection/administration fee)	
	50% to Court (child care fund)	
	50% to State Child Care Fund (court T & A)	

Entry Fees Not Paid Report

The Entry Fees Not Paid Report includes six sections. The first five sections contain an audit of civil cases and whether or not they are subject to filing fees. The last section summarizes the report. This report is usually ran on a monthly basis and can be used as a worksheet to complete the Legislative Retirement Report.

MAIN MENU
 Next: EFW Case: _____ Court: E 37 13
 EFW at the next action line

Printing the report

Begin/End Date Type the inclusive dates

Press **<ENTER>** To submit the job. The screen will reappear with the message of "Report has been submitted" in lower left hand corner.

A case qualifies for the report when:

- Civil case filed date falls within the report date range

and one of the following has been filed:

- | <u>Event</u> | <u>Section Title</u> |
|--|------------------------------------|
| • SAC (Summons & Complaint) | Page 1- Fees to be Paid |
| • SAC with Financial Order
(Fin order must have a cash code with report type Partial Payment) | Page 2 - Fees to be Paid Partially |
| • NSF (Not Subject to Fees),
PPPO (Petition for PPO)
APL (Appeal to Circuit Court) | Page 3 - Not Subject to Fees |
| • FWV (Filing Fee Waived) | Page 4 - Fees Waived |
| • None | Page 5 - No Beginning Event Code |

STARR37	ENTRY FEES NOT PAID AUDIT LIST			7/02/03 Pg: 1
UCFYPPK				Rel Jan03 Calhoun
Report Date: 6/01/03 thru 6/30/03		FAMILY DIVISION-37TH CIRCUIT CALHOUN COUNTY JUSTICE CENTER BATTLE CREEK, MI 49014-4066 269/969-6524		
FEES TO BE PAID				
<u>JURIST</u>	<u>CASE NUMBER</u>	<u>FILED DATE</u>	<u>FEES RECEIVED</u>	<u>PRISON CODE</u>
KINGSLEY	2003 0000000019 DM	6/02/03	100.00	
MILLER	2003 0000000025 DM	6/13/03	100.00	
TOTAL NUMBER OF CASES ON REPORT = 2				

STARR37		ENTRY FEES NOT PAID AUDIT LIST		7/02/03 Pg: 6	
UCFYPFK				Rel Jan03	
Calhoun					
Report Date: 6/01/03 thru 6/30/03		FAMILY DIVISION-37TH CIRCUIT			
		CALHOUN COUNTY JUSTICE CENTER			
		BATTLE CREEK, MI 49014-4066			
		269/969-6524			
NO BEGINNING EVENT CODE	FEES WAIVED	NOT SUBJECT TO FEES	FEES TO BE PAID	FEES TO BE PAID PARTIALLY	CASES FILED
2	1	3	2	1	9
End of Report					

Assessments Audit Report

The Assessment Audit Report list any financial orders that have been created within a report date range, by a specific user, a specific jurist, or a combination there of.

CASE MANAGEMENT MENU

Next: AAR Case: 2003 0300001501 Court: E 37 13

AAR at the next action line

STARR37 UCHZPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Assessments of Audit Accounts Report 7/02/03

Next: ☐ Case: 2003 0300001501 Court: E 37 13

Jurist: _

Fin Order Create User: _

Begin Date: _
End Date: _

F3=Exit F10=Name F13=Cmnds F16=Calc

Printing the report

Jurist Enter P number for a specific jurist or leave blank for all

Fin Order

Create User Enter User ID for a specific user or leave blank for all

Begin Date

End Date Enter a report date range

Press **<ENTER>** To submit the job. The screen will reappear with the message of
report has been submitted" in lower left hand corner.

Report information

~Case Number Case year, number and type.

~Resp Party Party code and number responsible for payment.

~Evt # Event number through which the financial order was created.

~Ford # Sequence number of the financial order.

~Audit Date Date the financial order was created.

~Cash Code Cash code associated with the financial order.

~Total Ordered Total amount ordered.

~Freq Frequency type for periodic financial order

~End Date Date that a periodic financial order ends

~User User's ID that created the financial order

STARR37	ASSESSMENTS AUDIT REPORT						7/03/03 Pg: 1		
UCHXPFK							Rel Jan03 Calhoun 9:51:04		
Court : F 37 13	FAMILY DIVISION-37TH CIRCUIT								
Report Date: 6/01/03 thru 6/15/03	CALHOUN COUNTY JUSTICE CENTER								
User: STARR37	BATTLE CREEK, MI 49014-4066								
	269/969-6524								
							Total		
Case Number	Resp	Pty	Evt#	Ford#	Audit Date	Cash Code	Ordered	User	
2003 0300001401	DL	JUV	1	2	1 6/26/03	CHG RST	2000.00	STARR37	
2003 0300001501	DL	JUV	1	2	2 6/10/03	CHG CVAF	20.00	STARR37	
		JUV	1	2	1 6/26/03	CHG RST	2000.00	STARR37	
2003 0300001601	DL	JUV	1	2	1 6/24/03	CHG RST	2000.00	STARR37	
2003 0300001701	DL	JUV	1	2	1 6/10/03	CHG RST	2000.00	STARR37	
2003 0300005901	DL	JUV	1	3	1 6/13/03	CRT CVAF	20.00	STARR37	
2003 0300005902	DL	JUV	1	4	2 6/13/03	CRT CTSF	200.00	STARR37	
		JUV	1	4	1 6/13/03	CRT CVAF	20.00	STARR37	
Total Amount:						8260.00			
** End of Report **									

Fin Order Assessment Report

The Fin Order Assessment report is an administrative tool used to monitor financial orders as they are added, modified or deleted from the system. An audit is recorded each time a financial order is processed and will appear on the report in ascending date order.

MAIN MENU

Next: FOA FOA at the next action line - Court: E 37 13

Printing the report

Begin Date	Enter inclusive date range
Include	<p>Adds - All financial orders that have been created within the date range</p> <p>Changes - All financial orders that have been modified with an "A" or "F" adjustment type within the date range</p> <p>Deletes - All financial order that have been deleted within the date range</p>

Additional Options (Blank for all)

Case Number	Enter a specific case number
Payor Names	Enter a specific payor's name selected from the name index
User	Enter a specific user's ID

STARR37		Fin Order Assessment Audit Report					7/07/03 Pg: 2				
UCS4PFK											
Court: F 37 13		FAMILY DIVISION-37TH CIRCUIT									
Begin Date: 7/01/03 thru 7/07/03		CALHOUN COUNTY JUSTICE CENTER									
User: STARR37		BATTLE CREEK, MI 49014-4066									
Case Number: ALL		269/969-6524									
Payor Name: ALL											
Include: A/C/D											
		Adjustment/	Paid/	Cash Freq	Order	Total	Begin	End	Payor	Audit	Audit
Case Nbr	Evt	File Nbr	Adj	Code	Amt	Ass.	Date	Date	Pty	Date	User
7/07/2003											
ADD 2003 0000000022 DL		6	2003 0000000057	CVAF		20.00	6/05/03	JUV	001	07/07/03	SAW
ADD 2003 0000000022 DL		6	2003 0000000057	CTSF		200.00	6/05/03	JUV	001	07/07/03	SAW
ADD 2003 0000000011 DL		3	CMCS Credit 10.00	RST						07/07/03	SAW
DEL 2003 0000073003 DL		9	2000 0000000730	ATTF		100.00	5/07/03	JUV	001	05/07/03	SAW
ADD 2003 0000462906 DL		24	ERR	COW		20.00	4/17/03	FOC	001	07/07/03	SAW
CHB 2003 0000462906 DL		24	2000 0000004629	COW		65.45	4/17/03	FOC	001	07/07/03	SAW
CHA						85.45				07/07/03	SAW
Total Number of Records for 7/07/2003 : 7											
An "A" type adjustment change on a fin order will show both the "CHB" before and "CHA" after records											

An "A" type adjustment change on a fin order will show both the "CHB" before and "CHA" after records

Report information

~Audit Type	ADD (New record), CHB (Change Before record) CHA (Change After record), DEL (Deleted record)
~Case Number	Case year and number
~Evt	Event number associated with the event
~Adjustment/ File Number	The reason for the adjustment Juvenile file number
~Adjust Amt	Amount adjusted
~Cash Code	Financial order's cash code
~Freq	Frequency type for the financial order, day, week, monthly
~Total Assessed	Total amount assessed
~Begin/End Date	Begin and end date of financial order
~Payor Party	Party responsible for payment of the financial order
~Audit Date	Date the financial order's add/change/delete is recorded in the audit file
~Audit User	User ID that created the audit record

Financial History Transactions

This report will list receipts for all cash codes or a specific cash code within a date range.

FINANCIAL REPORTS		
Next: <u>FHT</u>	Case: _____	Court: <u>E 37 13</u>
FHT at the next action line		

STARR37 UCQIPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806
Financial History Transaction 7/03/03

Court: F 37 13

Financial Location Number: 1 (Blank for all)
Range of Receipt Dates: 6/03/2003 thru 6/30/2003
Cash Code: RST (Blank for all) RESTITUTION

F3=Exit F10=Name F13=Cmnds F16=Calc
Report has been submitted

Connected to remote server/host OSMLANS using port 23 W\SCAO\1N6SQLS on Ne03: 01/07/03

Start Novell G... A B C QuarkXP... WordPe... Microsof... 4:05 PM

Printing the report

Financial Location Number	Will default to user's financial location
Range of Receipt Dates	Enter inclusive date range
Cash Code	Prompt and select a specific cash code or leave blank for all cash codes.

Press **<ENTER>** To submit the job. The screen will reappear with the message of report has been submitted" in lower left hand corner.

Report information

STARR37
UCQCPFK

Financial History Transaction

7/03/03 Pg:
16:05:13

Court: F 37 13 FAMILY DIVISION-37TH CIRCUIT

Selected Financial Location: 1 CALHOUN CENTRAL FINANCE

Selected Receipt Date Range: 6/03/2003 to 6/30/2003

Cash Code: RST RESTITUTION

Case: 2003 0000000011 - JOEL SMITH

Receipt#	Receipted	Amount Paid
166	6/24/2003	80.00

Case: 2003 0000000012 - JOEL SMITH

Receipt#	Receipted	Amount Paid
153	6/10/2003	80.00-
167	6/24/2003	80.00

Case: 2003 0300001401 - DANIEL VANROYEN

Receipt#	Receipted	Amount Paid
165	6/24/2003	500.00
1226	6/26/2003	100.00
1228	6/26/2003	10.00

Case: 2003 0300001501 - DUSTIN VANROYEN

Receipt#	Receipted	Amount Paid
151	6/06/2003	30.00
1227	6/26/2003	70.00

Case: 2003 0300001601 - RANDY TODACHECK

Receipt#	Receipted	Amount Paid
168	6/24/2003	20.00

Total Received for Cash Code: RST 810.0

Grand Total Received All Cash Codes: 810.0

*** END OF REPORT ***

Financial Income Status

This report will list each cash code or a specific cash code's fund activity within a date range, date range is by receipt date.

MAIN MENU

Next: FIS Case: _____ Court: E 37 13

FIS at the next action line

```

C
File Edit View Communication Actions Window Help
STARR37 UCQ7PVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD05
Income Status by Cash Code 7/07/03
Court: F 37 13

Financial Location Number: 1 (Zero for all)
Range of Receipt Dates: 6/01/2003 thru 6/30/2003
Cash Code: RST (Blank for all)

F3=Exit F10=Name F13=Cmnds F16=Calc
Report has been printed.
  
```

Printing the report

Financial Location Number	Will default to the user's financial Location number
Range of Receipt Dates	Enter date range
Cash Code	Prompt and select a specific cash code or leave blank for all cash codes.

Press **<ENTER>** To submit the job. The screen will reappear with
the message of report has been submitted" in lower
left hand corner.

STARR37
UCRBPFK

Income Status by Cash Code

7/07/03 Pg: 1
8:56:38

Court: F 37 13 FAMILY DIVISION-37TH CIRCUIT
FIN Loc: 1 CALHOUN CENTRAL FINANCE
Receipt Dates: 6/01/2003 Thru: 6/30/2003

Cash

Code Effective

Range Used

RST 1/01/1900

6/01/2003 to 6/30/2003

Split	Fund	Actvy	Acct	Sub	Account Description	Amount
100.00 %	701	710	271	030	RESTITUTION	810.0

Totals for Cash Code RST

Receipts: 810.00

***** GRAND TOTALS *****

Total Receipts: 810.00

Report information

Information at the top to the report includes court name, financial location, and receipt date range.

~Cash Code	Three letter cash code.
~Effective date	Effective date for the cash code.
~ Range Used	Receipt date range.
~Split	Split amount/percentage for the account number.
~Fund	Account number.
~Amount	Amount disbursed to the account number.
~Total	Total amount received for the cash code.
~Grand Total	Grand total for all cash codes listed on the report.

This page left blank intentionally.

Placement Cost by Case

This report lists all financial orders for a child along with Placement Change Notices and all invoices paid for the child.

MAIN MENU

Next: JCC Case: _____ Court: E 37 13

JCC at the next action line

STARR37 UCI5PVK UCSGEN test
Placement Cost by Case 7/08/03

Next: ____ Case: ____ Court: P 13 13

Juvenile Name: BEAMER, BRADLEY, (Blank = All)
Case Type: DL (Blank = All)
Juvenile Status: _ (Blank = All)
Reporting Date: 1/01/2003 thru 7/01/2003

1=Select Reports
1 By Juvenile Name
_ By Juvenile File Number

F3=Exit F10=Name F13=Cmnds F16=Calc
Report has been submitted

Printing the report

Options

Juvenile Name	Prompt and select a name or leave blank for all
Case Type	Enter a specific case type or leave blank for all
Juvenile Status	Enter "O" Open, "C" for closed or leave blank for all
Reporting Date	Enter an inclusive report date range (Juvenile filed date)
Select Reports	Choose whether the report is to be printed in alpha order by name or numeric order by file number

Press **<ENTER>** To submit the job. The screen will reappear with the message of report has been submitted" in lower left hand corner.

Placement Cost by Case report information

Information at the top to the report includes court name, address, reporting period and selection criteria. The report will list one juvenile name or file number per page and will contain the details for the following subjects relating to the file.

FIN Orders All financial orders

Cash code, Ordered Amount, Frequency, Total Paid, Due Date,
Case Number, Responsible party

PCN All placement change notice

Placement site, In/Out Date, Days Placed, Days Charged, Cash Code,
Case number, Responsible party

Receipts All receipts

Receipt number, Date, Refence Number, Amount Due, Amount Paid,
Cash Code, Case Number, Responsible Party,

Vouchers All vouchers

Voucher number, Date, Check Number, Check Date, Amount Paid,
Cash Code, Case Number, Responsible Party.

At the bottom of each page there is a summary of the Projected Placement Cost, amount paid by the court/parties and a calculated over/under amount as it relates to the file.

STARR37 Placement, Cost by Case Detail Report 7/11/03 Pg: 1
 UCKKPFK 14:52:03

Court: P 13 13 CALHOUN COUNTY
 Report Date: 1/01/2003 thru 7/11/2003 JUSTICE CENTER
 BATTLE CREEK, MI 48829 616/969-6524

Juvenile: BRADLEY BEAMER File: 2003 0000000830 DL
 State ID: DOB: 8/19/86 Age: 16 Gender: M Race:

FIN Order

Code	Date	Order Amt.	Freq	Per. Amt.	Total Paid	Due to Date	Case Nbr.	Rsp. Pty	Evt. #
CCF	3/14/03	425.00	W	25.00	100.00	325.00	2003 0000000830 DL	NM	1 7

Total Fin
 Order Amount 425.00 100.00 325.00

PCN

Placement	In Date	Out Date	Plc.	Chg.	Rate	Charges	Case Nbr.	Evt. #
FOSTER CARE	2/02/2003	3/14/2003	40	26	25.00	1000.00	2003 0000000830 DL	3
Total:			40	26		1000.00		

Receipt

Receipt Nbr	Receipt Date	Check Number	Check Date	Amount Due	Amount Paid	Resp/Payor Code	Pty	Case Nbr.
496	7/08/2003			325.00	100.00	CCF	NM	2003 0000000830 DL
Total Receipt Amount:				325.00	100.00			

Voucher

Voucher Nbr.	Voucher Date	Check Nbr.	Check Date	Amount Due	Amount Paid	Resp Code	Pty	Case Nbr.
404	7/08/2003	2309	7/09/2003	.00	650.00	E201		2003 0000000830 DL
Total Vouchered Amount:				.00	650.00			

Projected Placement Cost	Invoiced COC	Amt. Paid to Date	Amount Due to Date
1000.00	650.00		

Court Paid: 650.00 .00
 Parties Paid: 100.00 325.00

Invoiced COC - Paid by Parties = Over/Under
 650.00 100.00 550.00
 Total Amount Due to Pay Off: 325.00

*End of Report

Placement Costs by Vendor

This report will help a court to review placements and payments that are made to a vendor.

MAIN MENU

Next: VCC Case: _____ Court: E 37 13

VCC at the next action line

STARR37 UCHBPVK YYYYNN 7/11/03

Placements, Costs and Payments by Vendor

Next: _____ Case: _____ Court: P 13 13

Enter Vendor Nbr: _____ 46 (Blank = All) FOSTER CARE - THE PETERSONS

Reporting Date: 1/01/2003 thru 7/30/2003

1=Select Reports

_ By Vendor Number

1 By Vendor Name

F3=Exit F10=Name F13=Cmnds F16=Calc

Report has been submitted

Connected to remote server/host OSMLANS using port 23

\\SCAO\1N6SQL5 on Ne03:

Start WordPe... QuarkXP... Novell G... Microsof... B << 3:45 PM

Printing the report

Vendor Nbr Prompt and select the vendor name and number or leave blank for all

Reporting Date Enter the inclusive report dates (vouchers created within the reporting period).

Select option for report to be printed in numeric order by vendor number or alpha order by vendor name.

Press **<ENTER>** To submit the job. The screen will reappear with the message of report has been submitted" in lower left hand corner.

STARR37 Placements, Costs and Payments by Vendor 7/11/03 Pg: 1
UCJ8PFK 15:48:34

Court: P 13 13 CALHOUN COUNTY
Report Date: 1/01/03 thru: 7/30/03 JUSTICE CENTER
BATTLE CREEK, MI 48829 616/969-6524

Vendor Name: FOSTER CARE - THE PETERSONS Vendor Number: 46

PCN	In	Out							
File Number	Name	Date	Date	Days	Rate	Case Nbr.	Charges	Evt#	
2001 000094 PJ	ANSEL K ADAMS	8/01/01		709	25.00	2001 009401 PJ	17725.00	1	
2002 000405 NA	PANDA BEAR	4/01/02		466	25.00	2002 040501 NA	11650.00	3	
2003 000830 DL	BRADLEY BEAMER	2/02/03	3/14/03	40	25.00	2003 083002 DL	1000.00	3	

Total # of Children: 3 Days: 1215 Projected Cost: 30375.00

Vouchers

Voucher Nbr	Voucher Date	Check Nbr.	Entitlement	Case Number	Code	Amount Vouchered	Amount Paid
404	7/08/2003	2309	BRADLEY BEAMER	2003 0000000830	DL E201	.00	650.00
Total Vouchered Amount:						.00	650.00

** End of Report **

Report Information

Information at the top to the report includes court name, address, reporting period and selection criteria. The report will list one vendor name or number per page and will contain the details for the following subjects relating to the vendor.

PCN All Placement Change Notices that have been assigned to the vendor.

Juvenile File Number, Juvenile Name, In/Out Dates, Days in Placement, Facility Rate, Case Number, Charges, Event Number.

Vouchers All vouchers that have issued for payment to the vendor.

Voucher Number, Voucher Date, Case Entitlement, Case Number, Cash Code, Amount Vouchered, Amount Paid.

Totals will also be listed for each subject.

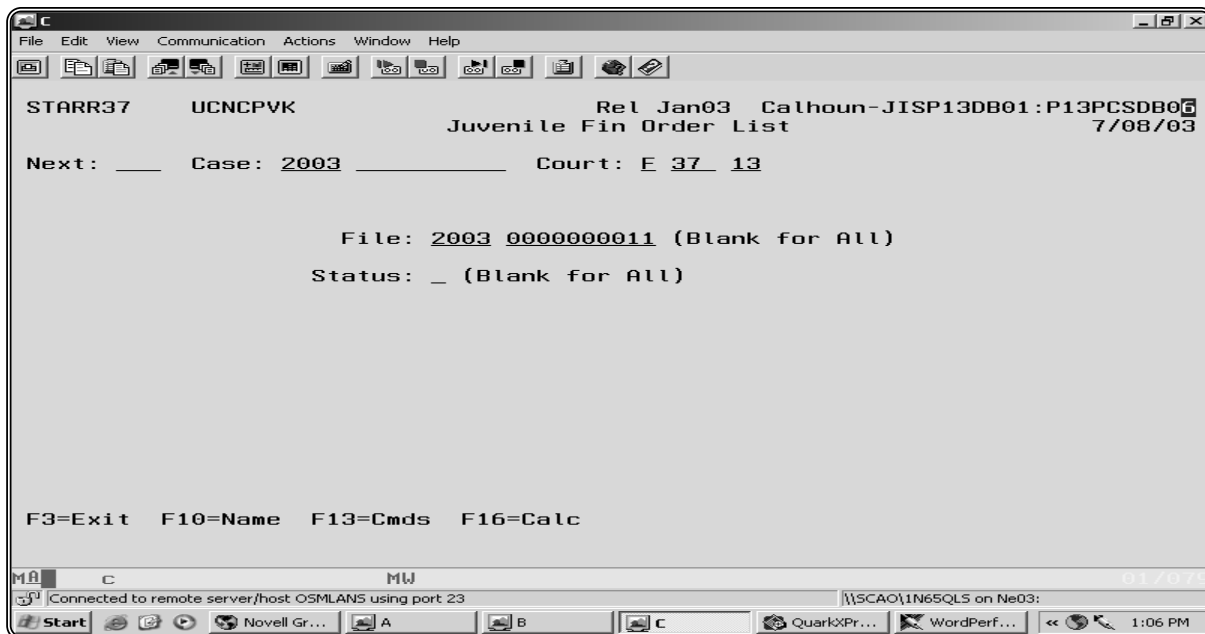
Juvenile Financial Order List

This report list all financial orders relating to a juvenile's file.

MAIN MENU

Next: JFO Case: _____ Court: E 37 13

JFO at the next action line



Printing the report

Options

File Enter a specific juvenile's file number or leave blank for all

Status Enter "O" open, "C" closed or leave blank for all

Press **<ENTER>** To submit the job. The screen will reappear with the message of report has been submitted" in lower left hand corner.

STARR37 Juvenile List of Orders 7/08/03 Pg: 1
 UCF8PFK 13:14:44
 Court: F 37 13 FAMILY DIVISION-37TH CIRCUIT
 Status: All CALHOUN COUNTY JUSTICE CENTER
 BATTLE CREEK, MI 49014-4066 269/969-6524

File Nbr: 2003 0000000011 DL SMITH,JOEL,
 FIA Nbr: DOB: 9/23/1988 Age: 14 Gender: M Race: WA
 Open Date: 1/20/2003 Closed Date:

Cash	Periodic	Total	Credit	Balance	Rsp.					
Code	Date	Freq	Amt	Amt	Memos	Total Pd	Due	Case Number	Evt	Pty
CVAF	3/26/2003		.00	20.00	.00	.00	20.00	2003 0000000011 DL	3	JUV 1
RST	3/26/2003		.00	200.00	40.00-	150.00	10.00	2003 0000000011 DL	3	JUV 1
ATTF	3/26/2003 Mnth		10.00	40.00	.00	.00	40.00	2003 0000000011 DL	3	NM 1
DAY	3/26/2003 Wkly		5.00	75.00	.00	.00	75.00	2003 0000000011 DL	3	NM 1
RST	4/15/2003		.00	1000.00	.00	.00	1000.00	2003 0000000012 DL	3	JUV 1

Total: 1355.00 40.00- 130.00 1185.00

Grand Totals: 1355.00 40.00- 130.00 1185.00

Report information

Each financial order will be listed for the juvenile file, along with it's pertinent information.

Financial orders for each file will be totaled.

Financial orders for all files listed on the report will be totaled.

Voucher Reports

There are a number of different reports available that apply to vouchers.

- Vouchers in List Form List vouchers in a list format as opposed to printing each voucher individually.
- Summary of Funds Transmittal format of accounts and amounts as they relate to vouchers.
- List by Date List vouchers in date order.
- Void Audit List List vouchers that have been voided.

FINANCIAL REPORTS
 Next: VRR Case: _____ Court: E 37 13
 VRR at the next transaction line

STARR37 UCFGPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Voucher Reports 7/14/03

Next: _____ Case: _____ Court: E 37 13

Begin Date: 06012003 thru: 06302003

O for Original: Y

1=Select Reports

1 Voucher in List Form
 _ Summary of Funds
 _ List by Date
 _ Void Audit List

Printing the reports

Begin Date Enter the inclusive dates.

O for

Original "Y" will print only vouchers that have not been previously printed individually.
 The report "Vouchers in List Form" will change a voucher from an original to a duplicate.

1 -Select Report

Press **<ENTER>** To submit the job. The screen will reappear with the message of report has been submitted" in lower left hand corner.